

**REGULAR MONTHLY MEETING
REMINGTON TOWN COUNCIL
MONDAY, 08 JANUARY 2018, 7:00 PM
REMINGTON TOWN HALL
105 EAST MAIN STREET
REMINGTON, VA 22734**

Mayor Gerald A. Billingsley called the meeting to order at 7:00 p.m.

**Town Council Members Present: Devada R. Allison, Jr.
Evan H. “Skeet” Ashby, III
Gabrielle “Bria” Grumbacher
Stanley L. Heaney, Sr.
Van M. Loving**

Town Council Member Absent: Patrick T. Nelson, Jr.

**Town Staff Present: Town Administrator Sharon G. Lee
Town Clerk/Treasurer Kimberly A. Bowrin
Town Attorney Andrea G. Erard – via phone**

Guests Present: Cmdr. Brian Scannon – Remington Harold J. Davis Post 247, Mr. Joseph Korpsak, Mary Root, Ray Root

Mayor Billingsley introduced each person in attendance and invited everyone to stand for the Pledge of Allegiance.

CITIZENS' TIME

Mary Root addressed the Council on behalf of Julie Bolthouse from Piedmont Environmental Council on the subject of the future plans for the remaining area of the lot where the new building is located. Mrs. Root shared a sketch of PEC’s idea of a park on the lot. A discussion followed on the subject. The Council suggested that a gazebo would be nice but would not be in favor of a Tot Lot or park because of the lot being too close to the street. Mrs. Root suggested that the Town consider having a professional draw up the plans as to what the Council would like to see done with the property. Mrs. Root also shared that Ms. Bolthouse is willing to write the grant to get the funds from the Path Foundation.

Mr. Ray Root shared with the Council his findings from the survey work he did for the Town to determine ownership of the alley between the old Town Hall building and Remington Drug Store. Mr. Root stated that the title search indicated that the alley is partially on both lots but that surveying would determine that by locating the pins. Mr. Root gave a brief history of his findings dated back to 1913. Mr. Root shared that, based on his research, that the alley is a prescriptive easement for public use. Town Attorney Erard asked that she have the opportunity to look at the documentation presented by Mr. Root before making a recommendation to the Council.

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Mr. Brian Scannon from the American Legion shared with the Council upcoming events at the Legion. Mr. Scannon shared that VDOT informed him that the sign to rename Tin Pot Run bridge to Harold J. Davis was made and will be installed. Mr. Scannon said that once the sign is installed, the Legion will hold a ceremony and invited Council to attend.

Mr. Scannon also shared the date for 4 Chaplains Day. He invited Council to attend the ceremony and asked that the Mayor present a proclamation honoring the day.

Mr. Scannon shared that the Legion would like to donate \$400 to the Town for a flag pole to be installed at the new Town Hall building lot. Mr. Scannon stated the members of the Legion is asking for the price of what the flag pole will ultimately cost the Town and what it is made of. There was a discussion on the subject. Council Member Loving suggested that a plaque be place on the flag pole stating that the pole was donated by the Legion. The Council agreed to provide the Legion with the information and to have a plaque placed on the pole recognizing the Legion.

COMMITTEE REPORTS

CEMETERY COMMITTEE: Chair – Grumbacher Member – Loving

Council Member Grumbacher did not have anything to report.

FINANCE COMMITTEE: Chair – Heaney Member – Ashby

Council Member Ashby gave the monthly report through December 2017. He also gave a brief report of the funds available from paying for the new building. Town Administrator Lee gave the Council the amended budget.

WATER SYSTEM COMMITTEE: Chair - Loving Member – Heaney

Council Member Loving shared with the Council that because of the frigid cold weather, the staff have been experiencing problems with the Well #3. He said it's from a power imbalance. He stated that Well #1 needed to be turned on manually and then Town Superintendent Steward would need to come in and run tests. Mr. Loving suggested that the Town consider purchasing a generator just for that well. Mr. Loving said that Town Superintendent Steward will have price quotes for the next meeting.

Council Member Loving also shared that the staff have had to unthaw several meters that froze up due to the extreme cold.

PERSONNEL/POLICE COMMITTEE: Chair – Ashby Member – Nelson

Council Member Ashby did not have anything to report.

Council Member Ashby thanked all who helped with the move to the new building and with the help with starting to get things out of the old building.

Council Member Loving addressed the subject of moving the archives of minutes and permanent records to another facility. Mr. Loving shared that he checked with the local bank to use one of their vaults. He stated that the bank was not interested in renting out any space. Mr. Loving suggested that the Council consider using the building at Well #2 for a permanent off site storage unit. He shared that it's a concrete building with a steel door and a fence around it. He stated that it does have heat in it. There was a question about moisture in the building. Mr. Loving stated that he could look at getting a dehumidifier for it to have a more climate controlled building.

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He also suggested that the Town look at purchasing cabinets to hold the records in. He also suggested that the Town could purchase a smaller fire proof cabinet or safe to hold money and most recent records or minutes for easier access. A discussion followed.

PUBLIC FACILITIES COMMITTEE: Chair –Nelson Member – Allison
Council Member Nelson did not have anything to report.

COMMUNITY DEVELOPMENT: Chair – Allison Member – Grumbacher
Council Member Allison shared that the fire department moved the date of the Spring Bash from April 21 to April 14. Mr. Allison stated that there will be now 2 events in April with the first car show on April 21. Mr. Allison stated that after speaking with the organizers of the car show, the date could not be changed since they already have fliers being distributed and the information has been passed to several different car clubs regarding the date. Mr. Allison shared that he would like to extend the offer to use the new town hall building to the organizers of the car show and to the Remington Fall Festival committee for the monthly planning meeting. A short discussion followed. The Council agreed to allow such organizations to meet as long as either a Council member or a staff member is present at the meetings.
Council Member Loving shared that the fire department made a formal request for a dumpster at the upcoming shrimp and oyster dinner scheduled January 13th. The Council asked Mr. Loving to get a dumpster to the fire department building for their event.
Council Member Allison shared that he would like to purchase a new screen for the upcoming movie night season. Mr. Allison stated that he would have quotes available at the next meeting.

UNFINISHED BUSINESS

There was a short discussion on the topic of the sale of the old Town Hall building. At this time, Mayor Billingsley moved to the New Town Hall portion of the agenda and stated that once the items were addressed that the Council would move back to the Unfinished Business portion of the meeting.

NEW TOWN HALL REPORT

Council Member Loving shared that since the new building has been built, the Council needs to get a cleaning service for the building. Mr. Loving gave some suggestions for cleaning the building. A lengthy discussion followed.

Council Member Loving also shared that the new building needs a mop sink installed. Mr. Loving stated that there is an area by the hot water tank in the storage room to have a mop sink. A discussion followed on the subject.

Council Member Heaney addressed the subject of purchasing rugs for the building as opposed to having a rug service. Town Clerk Bowrin shared with the Council the prices she received from the rug service company. A discussion followed on the subject.

Mayor Billingsley suggested that the committee come back to the next meeting with recommendations on the three items presented. Council Member Loving stated that the building should not go to the February meeting with being cleaned. A discussion continued on the subject. Town Attorney Erard suggested that the Town have someone clean the building for a month so that Council can discuss and decide the terms of getting a cleaning service.

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Council Member Ashby motioned to allow the Town Administrator to spend up to \$400 for cleaning services of the building for the next 30 days until we can get a permanent contract. Council Member Grumbacher seconded the motion. The motion carried.

Ayes: Ashby, Grumbacher, Heaney

Nays: 0

Absent: Nelson

Abstain: Loving, Allison

Council Member Ashby addressed the Council regarding the door in the Council Chambers. Mr. Ashby stated that the door in the Council Chambers is designated as an emergency exit door. He suggested that the Council consider having a emergency breaker bar installed on the door and the hardware be removed from the outside so the door is not accessible for entry purposes.

Discussion followed.

Council Member Ashby motioned to have a sign made for the inside of the door that would say “For Emergency Use Only” or “Emergency Door” whichever is more appropriate.

Council Member Loving seconded the motion. The motion carried.

Ayes: Allison, Ashby, Grumbacher, Heaney, Loving

Nays: 0

Absent: Nelson

Council Member Allison authorized spending up to \$500 for a new mop sink installed for the purposes of cleaning the new Town Hall. Council Member Ashby seconded the motion. The motion carried.

Ayes: Allison, Ashby, Grumbacher, Heaney, Loving

Nays: 0

Absent: Nelson

The Council asked the Staff to get prices to purchase rugs and bring those recommendations to the next meeting.

At this time, Mayor Billingsley returned to the Unfinished Business portion of the meeting. He asked for any additional Unfinished Business. There was no additional Unfinished Business items to be addressed.

NEW BUSINESS

Town Administrator Lee shared with the Council that the meeting dates and location was approved by Resolution in July. Mrs. Lee stated that now we Council is holding the meetings at the new building, the Resolution needs to be amended.

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Council Member Allison motioned to amend Resolution 01-17 to change the meeting location to new building at 105 East Main Street. Council Member Ashby seconded the motion. The motion carried.

Ayes: Allison, Ashby, Grumbacher, Heaney, Loving

Nays: 0

Absent: Nelson

STAFF REPORTS

Town Administrator

Town Administrator Lee did not have anything additional to report.

Police Chief

Chief Proffitt was not present at the meeting and did not have a written report for Council.

Town Superintendent

Council Member Loving went over Mr. Steward's written report.

Town Clerk

Town Clerk Bowrin addressed the subject of a plaque that would have all the businesses and individuals that help construct the new Town Hall building. Ms. Bowrin asked for direction. There was a discussion on the subject.

Council Member Ashby motioned to have draft a resolution that would list the companies and individuals who contributed to the construction of the new building. Council Member Allison seconded the motion. The motion carried.

Ayes: Allison, Ashby, Grumbacher, Heaney, Loving

Nays: 0

Absent: Nelson

Council Member Loving addressed the subject of moving the time capsule from the old building to the new location. A short discussion followed. There was a consensus of Council to move the time capsule to an area where the flag pole will be installed.

Town Clerk Bowrin shared with the Council that the annual software agreement with Southern Software needs to be renewed. Ms. Bowrin asked for approval to renew the contract and to authorize someone to sign the agreement.

Council Member Grumbacher motioned to continue using Southern Software and authorize Town Administrator Lee to sign the agreement. Council Member Loving seconded the motion. The motion carried.

Ayes: Allison, Ashby, Grumbacher, Heaney, Loving

Nays: 0

Absent: Nelson

Town Clerk Bowrin addressed the subject of the Town decals. Ms. Bowrin shared that the state inspection sticker will move from the center of the windshield to the drivers side of the windshield. Ms. Bowrin asked direction from Council to inform the citizens as to where should the Town decal be displayed. A short discussion followed.

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The Council continued on to the Consent Agenda while Town Administrator Lee looks in Town Code to see if it addresses that subject.

CONSENT AGENDA

Mayor Billingsley asked if there were any questions for the Treasurer's Report and Bill Listing. Mayor Billingsley also asked if there were any additions or corrections to the draft minutes presented.

Council Member Ashby motioned to adopt the Consent Agenda as presented. Council Member Grumbacher seconded the motion. The motion carried.

Ayes: Allison, Ashby, Grumbacher, Heaney, Loving

Nays: 0

Absent: Nelson

Council Member Loving addressed the Council on the subject of the Town's Police Department working the rodeo that takes place outside of Town in the summer. Mr. Loving shared that a previous motion was made that the department was to use the old police car when they worked the rodeo. He stated that last year the department was using the Dodge Charger when working the rodeo because that is now the "old" vehicle. There was a discussion by Council as to whether they would continue to allow the department to work the rodeo. There was a consensus of the Council that they do not have a problem with them working parades for other localities. But they have a concern with working the rodeo event wearing the Town uniform and using the town vehicle acting in a private capacity. The Council asked that the Police/Personnel committee speak with the Chief regarding their concerns. Town Attorney Erard stated that if Council does not like the current policy, they could impose a higher standard or impose specific requirements that they are comfortable with. The Council asked that this topic be put on the agenda for the next meeting so that they can discuss this with the Chief.

Returning to the subject of the Town decal, Town Administrator Lee stated that she did not find anything in Town Code as to where they are to be displayed. The Council decided to give the citizen the option of displaying the sticker either in the middle or to the right of the inspection sticker, if the inspection sticker is on the drivers side.

With no further business before the Council, Council Member Allison motioned to adjourn with a second by Council Member Ashby. The motion carried.

The meeting adjourned at 9:35 p.m.

Gerald A. Billingsley, Mayor

Evan H. Ashby, III, Recorder

